

**Holdingford Public Schools
Independent School District #738
P.O. Box 250
Holdingford, MN 56340
Personnel Vacancy**

April 5, 2024

7-12 Licensed School Counselor

Full Time (1.0 FTE)

Starting Date: 2024-2025 School Year

Application Deadline: April 19, 2024

Holdingford Public Schools is accepting applications for a Licensed School Counselor for grades 7-12.

Job Duties and Responsibilities:

1. Provide opportunities for students to explore their interests in post-secondary educational and career opportunities.
2. Provide students with information regarding their credit status as they proceed toward graduation and assist them in creating their schedules, making adjustments as needed.
3. Help administer standardized tests such as the Pre-ACT, ACT and ASVAB and help interpret and explain the results to parents and students.
4. Counsel with students on an individual and/or small group basis regarding personal, emotional, social and academic concerns.
5. Consult with parents frequently regarding their student's academic progress and post-secondary plans.
6. Participate in building and community activities which will help foster a positive learning environment for all students. (Holdingford is a PBIS school district.)
7. Participate in professional growth activities which will help give students the most up-to-date information regarding post-high school career opportunities, and community resources.
8. Participate in district committees which address the educational needs of students, such as SAT, TAP, PBIS, Peer Helpers, and Middle School Leadership.
9. Coordinating the Scholarships and Awards Program.

Qualified Applicants should submit:

1. A letter of interest
2. Current resume
3. Post-secondary transcripts, including a copy of current license(s) held
4. Three letter of references

Please send materials to:

Kevin Beehler

Holdingford High School Principal

PO Box 250

Holdingford, MN 56340

FMLA regulations require all employers to post the [updated FMLA notice](#).

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Committed to Workforce Equity, Diversity and Inclusion

Holdingford Public Schools, District 738 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to youth groups.